



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
HEADQUARTERS, UNITED STATES ARMY AREA III SUPPORT ACTIVITY
UNIT # 15716
APO AP 96271-5716

1 8 JAN 2005

IMKO-AC-PWE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Area III Support Activity Policy Memorandum #62, Spill Contingency Planning

1. **REFERENCE.**

- a. Army Regulation 200-1, Environmental Protection and Enhancement, 21 Feb 97
- b. US Forces Korea Pamphlet 200-1, Environmental Governing Standards, 15 Jul 97
- c. **PURPOSE.** The purpose of this policy is to limit damage to property, wildlife, ecosystems, and human health due to a spill occurring as a result of Army activities. This policy establishes requirements and guidelines for the preparation of site-specific spill contingency plans.

2. **APPLICABILITY.** This policy applies to:

- a. All USASA Area III Headquarters directorates and organizations, all installation support activities and organizations, and tenant units and organizations.
- b. All active military and reserve components that are permanently or temporarily stationed at any installation within Area III.
- c. All appropriated and non-appropriated funded US and Local National civilian employees working permanently or temporarily within Area III.
- d. All Army and Air Force Exchange Service and all Defense Commissary Agency employees working permanently or temporarily within Area III.
- e. All contractors and their employees working within Area III.

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3. **SCOPE.** All users of hazardous materials and generators of hazardous wastes must have site-specific spill contingency plans. The plans outline, in detail, response actions that must be taken to minimize hazards to human health and the environment from sudden and non-sudden releases, spills, fires, or explosions resulting from the handling, use, storage, accumulation, and transportation of hazardous materials or hazardous wastes.

4. **CONTENTS OF CONTINGENCY PLANS:** Unit/activity Environmental Compliance Officers will develop site-specific spill contingency plans that contain the following information:

- a. Name of the unit or activity, facility location, and the type of facility covered by the plan
- b. An overview statement describing the facility operations
- c. A floor plan sketch of the facility identifying locations of where and how hazardous substances are stored or accumulated
- d. A continuously updated inventory of hazardous substances stored or accumulated at the facility
- e. A statement of when to implement the site-specific plan
- f. Internal notification procedures that include names and 24-hour telephone numbers of persons to be notified in case of an emergency
- g. An area evacuation plan
- h. Initial spill response procedures, responsibilities of personnel identified as initial responders, response equipment available and its location

5. **PLAN REVIEW AND APPROVAL:** The unit/activity Environmental Compliance Officers will submit each site-specific spill contingency plan to the Directorate of Public Works, Environmental Office for review and approval.

6. **GENERAL REQUIREMENTS:**

- a. The site-specific spill contingency plans will be physically located at the hazardous material storage site or hazardous waste accumulation point to which they pertain.
- b. The plans will be made accessible to all personnel.

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c. All unit or activity personnel will be trained on how to implement and understand all of the provisions of the plans.

d. The provisions of the plans will be tested through drills at least annually. A simulated test is not required if the plan was implemented to respond to an actual incident and is properly documented.

e. Spill contingency plans are working documents and must be continuously reviewed, updated, and revised. The provisions of the plans must be reviewed after each incident to identify response actions that were or were not effective and appropriate revisions must be completed.

7. The point of contact for this policy is the USASA Area III DPW Environmental Chief, 753-6082.



MICHAEL J. TALIENTO JR.
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